

Master of Science in International Management

Examination Regulations 2014 – 2015

Rotterdam School of Management Erasmus University

postal address

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Rotterdam, June 2014

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I Examination Board BSc & MSc programmes

Tasks

The legal framework of the Examination Board is given by Dutch Law, in particular the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek- WHW*). The Examination Board BSc & MSc Programmes has many different tasks. Generally, the following components can be discerned:

- A supervisory responsibility with regard to exams and examinations (correctly applying examination regulations, mediation in appeals, quality assurance);
- enforcing regulations (guidelines for examiners, regulations regarding fraud, assessment of exams, and compensation rules);
- granting exception to regulations on a case-by-case basis (exemptions, additional opportunities for examination, granting lenience with reference to Binding Study Advice);
- advisory tasks (periodic advice with reference to Binding Study Advice, advice to the dean with reference to the Teaching and Examination Regulations).

Composition

The Examination Board consists of six members of the faculty. The members are appointed by the Dean. The Examination Board collectively sets up rules and policy. The Examination Board as a whole meets once a month. Each member has his/her own portfolio. The Examination Board is supported by the secretary.

Members

Prof.dr. L.G. Kroon (Chairman)
Prof.dr. P.P.M.A.R. Heugens (Vice-Chairman)
Ir. A.J. Roodink
Dr. M.C. Schippers
Dr. E.A. van der Laan
Vacancy member
Vacancy external member

Secretary to the Examination Board

Ms. C.M. Dirks - van den Broek LL.M.	managing director/secretary
Ms. I.M. van Essen LL.M.	deputy-secretary
Ms. A.M. Schey MScBA	deputy-secretary

Administration

Ms. D.M. Schonis	team leader
Ms. G.M. den Bakker	assistant
Ms. drs. I.T.T. Przewozna	assistant
Vacancy	

Contact and Information

Information concerning examinations can be found on the website of the programme (Current Student pages) and the website of the Examination Board: www.rsm.nl/examination-board. Please consult these sites before contacting the Examination Board. Please also consult the [Frequently Asked Questions \(FAQ\) section](#) prior to contacting the Examination Board.

Brief general questions may be asked by e-mail to eb@rsm.nl or by phone 010 4088731/1895 during opening hours: Monday-Friday 09.00 – 12.30 hrs.

Official requests (e.g. requesting extension of grade validity) must be submitted by the EB's webportal: <https://request-eb.rsm.nl/>.

When submitting the request, please include all relevant documentation. Be explicit in addressing the Examination Board. When a course is involved, mention the course's title, the teacher responsible, and the course's code. When a test or examination is involved, mention the course's title and code, the teacher, and the date. Once again, being explicit and clear in your request helps handling it expediently. Finally, always provide motivation as to why the request is submitted and as to why the request should be granted.

In the event that you are requested to submit a (certified copy of a) certificate, transcript or diploma, you must send/show this document in its original form to the Examination Board for verification. These kinds of documents will not be accepted in a digital form.

Postal address

Rotterdam School of Management, Erasmus University
Examination Board BSc & MSc Programmes, T5-41
PO Box 1738
3000 DR Rotterdam
The Netherlands

Visiting address (opening hours: Monday-Friday 09.00 – 12.30 hrs.)

Secretariat Examination Board
Mandeville Building, room T5-41
Burgemeester Oudlaan 50
3062 PA Rotterdam

II Appeals procedure

A student who objects to a decision of an examiner (e.g. assessments) or the Examination Board may lodge an appeal with the Examination Appeals Board (in Dutch College van Beroep voor de Examens (*CBE*) of Erasmus University Rotterdam. In urgent cases, the chair of the *CBE* can be requested to make provisions.

Only an interested party, that is a person whose interest is directly involved in a decision, can lodge the appeal. The appeal has to be lodged within six weeks of the announcement of the disputed decision. If the appeal concerns a decision that was not made on time, it must be submitted within a reasonable period of time.

The appeal should be submitted in writing to the *CBE-EUR*, for the attention of the Secretary of this Board or it can be submitted online by the EUR Legal Protection Facility.

Before the *CBE-EUR* deals with the appeal, there is a settlement phase, in which the Examination Board concerned attempts to settle the lawsuit amicably (= formal amicable settlement attempt).

The *CBE-EUR* assumes that the complainant him/herself will first have made contact with the examiner concerned or with the Examination Board, in order to try to reach agreement (=material amicable settlement attempt). Account should be taken of the fact that meanwhile the period of six weeks for lodging an appeal with the *CBE-EUR* continues to run. In view of this, a provisional appeal can be lodged for the interim.

If the settlement attempt fails, parties will be invited to a sitting of the Examination Appeals Board. The sitting is in Dutch. Foreign students are recommended to take an interpreter with them to the sitting.

If a student disagrees with the decision of the *CBE-EUR* regarding their objection, they can submit an appeal to the Higher Education Appeals Tribunal in The Hague within six weeks of the decision.

Further information

For further information check http://www.eur.nl/english/essc/legal_position/objections_and_appeals/ or the Student Information Leaflet "Submitting an appeal with the Examinations Appeals Board" (available at the ESSC (Hall E-Building)).

Further information about the procedure can also be obtained from the Secretary of the *CBE-EUR*, mr.dr.s. W.A. Kleinjan, Room ET-40, tel. 010 – 408 1127/408 2233 or e-mail to cbe@eur.nl.

III Teaching and Examination Regulations of the Master of Science in International Management 2014 - 2015

Section 1 – General

Article 1.1 – applicability of the regulations

These regulations are applicable to the MScIM curriculum and examinations of the master's degree programme MSc in International Management at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the degree programme.

Article 1.2 – aims of the programme

The degree programme is intended to impart scientific knowledge, skills and insight in the area of international management in such a way that the graduate is capable of scientific and socially responsible professional practice in this area, and is qualified to take any desired advanced programme and to become, among others a scientific researcher.

Article 1.3 – definitions

In the regulations, words shall have the following meanings:

- a. the law: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*);
- b. rules and guidelines: the rules, guidelines and instructions of the Examination Board as referred to in Article 7.12b of the law;
- c. MScIM curriculum: the total of programme components qualifying for the concluding examination;
- d. concluding examination: the total of examinations of courses within the programme components of the MScIM curriculum;
- e. Programme component: a bundling of examinations with a designated function and meaning within the MScIM curriculum;
- f. examination: the assessment of a course; an examination can be composed of a written and/or oral test or other investigation, including practical tests, into the insight, knowledge and skills of the student;
- g. ects: abbreviation of "European Credit Transfer System". One ects represents 28 hours of study;
- h. written test: a written test is a test that is taken in writing and held plenary;
- i. course: an instruction given under the authority of a member of the academic staff; each course is concluded with an examination;
- j. practical test: a test based on a practical exercise, as referred to in Article 7.13 of the law, in one of the following forms:
 - execution of and reporting on a thesis project,
 - writing a paper,
 - carrying out a research assignment,
 - taking part in a study visit,
 - carrying out a practical assignment,
 - taking part in another study activity aimed at the attainment of certain skills;
- k. student: a person who is enrolled in to the university and admitted to the degree programme pursuing the study and/or taking part in the examinations of the programme; for the further application of these regulations, this designation also applies to an enrolled 'extraneus';
- l. Examination Board: the board referred to in Article 7.12 of the law for supervising the examinations and organization and coordination of the examinations of the programme;
- m. academic year: the academic year runs from 1 September to the following 31 August (inclusive);
- n. Dean of BSc & MSc Programmes; the person who is responsible for the degree programmes;
- o. Dean RSM: head of the Rotterdam School of Management, Erasmus University;
- p. academic director: the academic director of the degree programme;
- q. the school: Rotterdam School of Management, Erasmus University;
- r. academic personnel:
 - a. the members of the academic staff of the School,
 - b. the trainee research assistants (AIOs) of the School,
 - c. the other academic personnel;
- s. academic staff:
 - a. the full professors,
 - b. the associate professors of the School,
 - c. the assistant professors of the School;
- t. teaching team: the members of the academic staff and the academic lecturers teaching courses within the degree programme.

Article 1.4 – degree

1. The one who has successfully passed all the programme components of the MScIM curriculum of the degree programme will obtain the degree of Master of Science in International Management and is eligible for the CEMS degree.
2. The obtained degree will be written down on the master certificate.

Article 1.5 –language of instruction

1. The language of instruction - teaching and examinations – is English, except for the exchange semester.
2. In cases, the Examination Board can grant exemption from paragraph 1.

Article 1.6 – compulsory educational activities

1. Teaching of the programme takes place on a small-scale basis to enable students to obtain knowledge, skills and attitudes in the best possible way. The basic requirement, therefore, is that the students take part in all activities.
2. If students are prevented from participating in certain educational activities due to special circumstances, they should report this to the instructor concerned in advance. In such cases, without prejudice to the rules that apply to giving and assessing examinations of particular courses, instructors may assign alternative activities.

Section 2 – Composition of the degree programme

Article 2.1 – full-time / part-time

Within the scope of the law, the degree programme is only offered full-time.

Article 2.2 – study load, feasibility and timetable of the degree programme

1. The degree programme has a study load of 90 ects.
2. Courses and projects, including examinations, are scheduled to be completed in one and a half year
3. To further increase the feasibility of completing the degree programme according to the schedule, the work load is spread evenly over the programme's duration.

Article 2.3 – composition of the degree programme

1. The concluding examination applies to the MScIM curriculum consisting of the following programme components:

Programme Components:	ECTS
a Block Seminar	
b Skill Seminars	3
c A choice of one of the following courses:	2
- International Strategy	7.5
- International Entrepreneurship	
d Management Challenges in International Organisations	7.5
e A choice of two courses out of three following courses:	
- Global Marketing 7.5 ects	
- Global Supply Chain Management 7.5 ects	15
- Financial Management & Control 3.5 ects + Multinational Financial Management 4 ects	
f International Business Project	15
g Research Clinic	5
h Master Electives	15
i Master Thesis	20

2. Participation in an international exchange with one of the CEMS partner institutions during either the first or the second semester is a compulsory part of the degree programme; the other two semesters must be completed at the RSM. The programme components stated under paragraph 1, sub a, b, c, d, e, f and h may be attended at a CEMS partner institution.
3. The detailing in the most recent version of the International Management (digital) Study Guide of the further descriptions of programme components into compulsory courses and elective courses, including obligatory practicals, and the thesis project, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
4. Students may choose the CEMS approved master electives from components of the MSc programmes of the RSM and/or CEMS partner institutions.

Article 2.4 – exemption from obligatory practicals

In exceptional cases, the Examination Board can grant exemption from the obligation to take part in a practical examination. In that case, the Examination Board can decide that the practical examination should be carried out in another way, to be determined by the Examination Board.

Article 2.5 – exemption from examinations

No exemptions from examinations will be granted.

Article 2.6 – free master programme within the master degree programme MSc in International Management at RSM

1. Under approval by the Examination Board, students who are enrolled in the programme can make up an own master composed of examinations offered by the university, which will lead to the degree of Master of Science in International Management.
2. The master programme mentioned in paragraph 1 must consist of sufficient examinations in the area of international management according to the Examination Board, and in any case of the thesis project of 20 ects.
3. The Examination Regulations and Rules and Guidelines are applicable to the programme mentioned in paragraph 1 and approved by the Examination Board.
4. Students who complete the free master will not be eligible for the additional CEMS degree.

Section 3 – Admission

Article 3.1 – admission

With due observance of the rules by law concerning admission and enrolment, eligible for admission to the degree programme is the one who has acquired the admission statement given by, or on behalf of, the Dean of the RSM.

Article 3.2 – admission procedure

The admission is selective: it is a three stage procedure consisting of formal requirements as stated in article 3.3, including assessment and interview.

Article 3.3 – admission requirements

Candidates are considered eligible for selection if the applicant has (entirely) fulfilled the formal requirements:

- a. A Bachelor's degree in Business, Management of RSM or of any accredited and/or recognized Bachelor's (of Science) degree programme of any research university if equivalent regarding level, size and content of the programme;
- b. Proficiency in English, to be proven by
 - TOEFL iBT minimum overall score of 101 with minimum sub scores of 22;
 - IELTS minimum overall score of 7.0 with minimum sub scores of 6.5;
 - Cambridge certificate of proficiency in English (CPE): minimum C1 level;
 - Cambridge English Advanced (CAE): minimum grade B;
 - Cambridge English Business certificate (BEC): minimum higher grade B;
 - Bachelor's diploma taught entirely in English and obtained in an English speaking country or in a CEMS school or EQUIS/AACSB accredited institution.

The test results may not be more than 2 years old.

No other English language test results will be accepted.

- c. A grade point average (GPA) equivalent to a 7 out of 10 in the Dutch education system, which is considered to be above average;
- d. A GMAT score of at least 600. Only students with a bachelor's degree from RSM, another Erasmus University Rotterdam (EUR) programme or one of the Dutch "sister programmes" are exempted from submitting a GMAT score;
- e. Candidates must be fluent in three languages, one of which should be English. The second language: all applicants must provide the admissions office with proof of proficiency in a CEMS language (Arabic, Bengali, Cantonese, Czech, Danish, Dutch/Afrikaans, Farsi/Tajik, Finnish, French, German, Greek, Hebrew, Hindi/Urdu, Hungarian, Indonesian/Malay, Irish, Italian, Japanese, Korean, Mandarin, Polish, Portuguese, Romanian, Russian, Serbo-Croat (Bosnian, Croatian, Serbian, Montenegrin), Spanish, Swedish, Tagalog, Tamil, Thai, Turkish, Vietnamese) at B1 level in the Common European Framework. The third foreign language can be any language and applicants must provide proof of proficiency at A2 level. Certain combinations of similar languages will not be allowed (e.g. Danish/Swedish/Norwegian).
- f. Motivation letter.

The test results for English may not be more than 2 years old. The test results for the second and third language may not be more than 1 year old.

Section 4 – Taking examinations

Article 4.1 – frequency of examinations; examination schedule; re-examinations; extra opportunities

1. The opportunity to take a test is presented at least once per academic year.
2. The opportunity to take written tests when belonging to an examination as referred to in Article 1.3 is given twice per academic year. On each of these occasions the examination result is updated.
3. Only students who submitted the final thesis before the deadline of the first opportunity as announced by the programme in question, are eligible to submit a repair version for the deadline in August.
4. Students who have not passed the thesis proposal at the first opportunity, will be offered a retry of which submission deadline is set at two weeks from the date of publication of the first opportunity results.
5. The student has a free choice in the number of repeats for taking a written test when part of an examination. The result for the examination is established on the last test result obtained. If the material to be studied for a course has changed, the subsequent examinations will reflect the new material.
6. In addition to the provisions set out in paragraphs 1 and 2, the opportunity to take a written test for which the accompanying course is given for the last time ever, is given two times in the academic year subsequent to the last year of the course in case of a written test and only once in case of an assignment. The tests of the master electives are excluded from this rule. The tests will be scheduled during the examination period concerned. Deviating from paragraph 3 above, tests for these courses that have already been passed may not be taken again.
7. Without prejudice to applicable regulations regarding a period free of tests, and with due observance of the other provisions set out in these regulations, and of the Rules and Guidelines established by the Examination Board, the Dean of BSc & MSc Programmes establishes a schedule for written tests and examinations before the start of the academic year. In the event of urgent exceptional circumstances, the Dean of BSc & MSc Programmes can change the schedule during the academic year, provided that the change is announced in good time and no later than the start of the registration period, of the period of tests concerned, via appropriate channels such as SIN-Online.
8. In exceptional cases the Examination Board can, at the request of the student, decide that an extra opportunity to take a written test will be offered, in derogation from the schedule.
9. To courses that are instructed under the supervision and authority of accredited institutions other than RSM and for which results are converted to the MScIM curriculum, the rules and regulations apply as set, upheld and applied by the examination board, or equivalent body, of that accredited institution.

Article 4.2 – form of the examinations and tests

1. The tests of the examinations are conducted in written and/or oral form and/or by means of practical exercise, unless the Examination Board has decided otherwise.
2. If the Examination Board decides that the form as referred to in the foregoing paragraph shall be different, it will announce this to the students no later than two months before the test is to be held.
3. The elaborations on the form of the tests as referred to in paragraph 1, stated in the most recent version of the study guide for the study programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
4. In exceptional cases the Examination Board may, at the request of the student, decide to permit derogations from the provisions set out in paragraph 1.
5. Physically or sensory handicapped students are offered the opportunity to take tests in a manner adapted as far as possible to their individual handicap. The Board will, if necessary, obtain expert advice before making a decision.

Article 4.3 – oral tests

1. No more than one person will be given an oral test at a time, unless the Examination Board has decided otherwise.

2. An oral test is taken in public, unless in an exceptional case the Examination Board or the examiner concerned has decided otherwise, or the student has objected to this.

Article 4.4 – sequence of programme components

1. The International Business Project has to be taken in the second semester, unless approved by the Examination Board.
2. A student needs to have completed at least 30 ECTS of the degree programme before they can start with the third semester, i.e. the Research Clinic and the Master Thesis. The Research Clinic together with the Master Thesis will be offered in the third semester only.
3. A student may continue the thesis trajectory only after a designated research methods course of at least 4 and of most 6 ECTS of the degree programme has been passed.
4. If the thesis proposal has not been passed or has not been delivered timely, the student may not proceed the thesis trajectory and will have to restart the course the next academic year.
5. The examination for the thesis project can only be completed once all the courses of the other programme components of the degree programme have been passed.
6. In exceptional individual cases, at the student's request, the Examination Board may derogate from paragraphs 4-7, after consulting the student adviser and the involved examiners.

Section 5 – Result of examinations

Article 5.1 – determining, announcing and recording results of examinations; deadlines

1. After an oral test has been taken, the examiner determines the result immediately, and gives the student a written notification.
2. The examiner determines the updated result of an examination as a consequence of a new outcome for a written test as soon as possible, and no later than four weeks after the day on which the test was conducted. In deviation from the foregoing, the thesis proposal and the thesis report must be assessed within two weeks after submission. In the event of *force majeure*, the Examination Board can permit derogation from this deadline.
3. The Department for Exam Administration RSM checks compliance with the deadline mentioned in the previous paragraph, and in the event that it is likely to be exceeded, reports this in good time to the chairman of the Examination Board.
4. With regard to a test that is to be taken in a manner other than orally or in writing, the Examination Board decides in advance in what way and within what period the student will be given a written notification of the examination result involved.
5. The examiner immediately reports updated examination result to the Department for Exam Administration RSM, which then informs the student of this in writing.
6. The Department for Exam Administration RSM is responsible for recording the results of examinations. This Office also records what certificates have been presented to a student. No information about recorded data, with the exception of data about the certificates awarded, is given to anyone other than the student, the Examination Board, the directors of the study programme, the Board of the Erasmus University, the student advisor, the student counsellor and the Examination Appeals Board (CBE). The Examination Board may decide on derogation from the provisions set out in the last sentence under the consent of the student involved.
7. The involvement of the Department for Exam Administration RSM as referred to in the previous paragraphs is without prejudice to the provisions in this matter as determined by the Board of the Erasmus University.
8. The written certificate concerning the result of an examination contains information about the way in which the student can lodge an appeal with the Examination Appeals Board (CBE).

Article 5.2 – period of validity

1. Unless otherwise mentioned, the term of validity for examinations passed is three years. The Examination Board may extend the term of validity if, in its judgment, the knowledge, insights and skills relating to the course corresponding to the examination in question are not obsolete.
2. The Examination Board can impose, with respect to an examination taken and passed more than three years ago, an additional or alternative examination, before the student can pass the concluding examination.
3. The term of validity of tests on which examinations are based is limited to the academic year in which the test has been taken, unless the examiner determines otherwise in the course manual.

Article 5.3 – Perusal and explanatory opportunity

1. Interested parties will be given an opportunity to see the questions and assignments of the examination concerned, along with the criteria for assessment. The examiner will organise this opportunity as soon as possible after the assessment of the examination, but no later than four weeks after the results of the written examination have been announced.
2. During the term mentioned in paragraph 1, persons who have taken written examinations may peruse their assessed work. The examiner shall determine the location and time of perusal. The examiner may combine perusal with the explanatory opportunity mentioned in paragraph 1.
3. In the event that a student can demonstrate that he/she was prevented from being at the assigned location and time for the perusal mentioned in paragraph 2, due to *force majeure*, at the request of the student an alternative opportunity will be offered, if possible within the term mentioned in paragraph 1.

Article 5.4 - Archiving period of written examinations

1. The assignments, answers and the assessment of the written examinations will be archived (in paper or electronic form) for two years after the assessment.
2. The Thesis and the assessment thereof will be archived (in paper or electronic form) for seven years after the assessment.

Section 6 – Result of the concluding examination

Article 6.1 – the result of the concluding examination

1. The result of the concluding examination is determined by the Examination Board based on the examinations of courses in the programme components that build the MScIM curriculum and in compliance with the regulations stated in article 5.2 of the Rules and Guidelines.
2. In derogation from the provisions set out in paragraph 1, the Examination Board may, before determining the result of the concluding examination, conduct an investigation into the knowledge of the student with regard to one or more examinations of the programme, if and insofar as the results of the examinations concerned give it cause to do so.

Section 7 – Final and Implementation Provisions

Article 7.1 – amendments changes

1. Amendments to these regulations will be adopted by the Dean RSM through a separate decree.
2. No amendments will be made that are applicable to the current academic year, unless the interests of the students are, in reason, not thereby prejudiced.
3. Moreover, amendments must not influence, to the detriment of the students any other decision, which has been taken with respect to a student by the Examination Board by virtue of these regulations.

Article 7.2 – Hardship clause

In very exceptional individual circumstances, in which application of one or more of the provisions set out in these regulations leads to evidently unreasonable and/or unfair situations with regard to a student, a student can submit a request in writing, and with reasons, for derogation from the said provision(s) to the Examination Board. The Examination Board may, after consulting the relevant examiner(s) and the student advisor or student counsellor, derogate from the said provision(s) in favour of the student. A decision to reject the student's request will not be made by the Examination Board until the applicant has been given the opportunity to present his or her case, if this is requested

Article 7.3 – announcement

The Dean RSM is responsible for an appropriate announcement of these regulations, of the Rules and Guidelines established by the Examination Board, and of amendments to these documents.

Article 7.4 – legal effect

These regulations have legal effect from 1 September 2014.

IV Rules and Guidelines 2014 - 2015

Section 1 – General

Article 1.1 – applicability of the Rules and Guidelines

These Rules and Guidelines are applicable to the examinations and the concluding examination of the master's degree programme MSc in International Management at Rotterdam School of Management, Erasmus University, hereinafter referred to as the degree programme. The Rules and Guidelines detail and extend provisions made in the Examination Regulations.

Article 1.2 – definitions

1. Unless stated otherwise, in these Rules and Guidelines, the same definitions will be used as formulated in the Teaching and Examination Regulations of the degree programme.
2. Fraud: the action or negligence of a student as a result of which it is impossible, entirely or in part, to form a correct judgment concerning his/her or someone else's knowledge, insight and skills.

Article 1.3 – day-to-day procedure of the Examination Board

The Examination Board may assign portfolios to its members for taking care of daily procedures.

Article 1.4 – the authority to examine

1. For the purpose of conducting examinations and establishing the results thereof, the Examination Board appoints examiners.
2. As a default, the Examination Board authorizes the members of the academic staff to act as examiner for the courses that they instruct.
3. The Examination Board may revoke the appointment of examiner in case of non compliance with the rules of the Teaching and Examination Regulations, or the guidelines and instructions of the Examination Board.
4. The examiners provide the Examination the information requested.

Article 1.5 – the criteria

In the decision-making process the Examination Board employs the following criteria as a guideline – and in case of contrariety of criteria weighs the importance of employing one against another –:

- the preservation and maintenance of the quality and grading criteria of each examination;
- the efficiency of the study, for example, expressed in terms of limiting loss of time (wherever possible) for students who make rapid progress with their studies when preparing for examinations
- motivating students to interrupt their studies as soon as possible in cases where it is very unlikely that they will pass their examinations;
- protecting students from trying to take on too large a study load;
- maintaining an environment in which students and staff can work effectively and efficiently;
- extending leniency towards students who, through circumstances beyond their control, have encountered delays during their studies.

Section 2 – Exemptions

Article 2.1 – exemption from practical tests

1. A request for exemption from the obligation to take part in practical tests, as referred to in Article 2.4 of the Teaching and Examination Regulations, should be submitted by the student in writing, with reasons and supported by documentation, to the Examination Board at least four weeks before the practical test for which exemption is requested is scheduled to begin. In exceptional cases, the Examination Board may permit derogation from the period stated in the last sentence.
2. The Examination Board makes a decision within four weeks of receiving the request. The student is informed immediately of the decision.

Section 3 – Rules concerning good course of things during examinations and tests

Article 3.1 – registration for examinations and written tests

1. A student who by virtue of his/her enrolment for the programme is entitled to take the concluding and other examination or tests should register for them on time and correctly, in accordance with the provisions of or by virtue of these Rules and Guidelines. The registration term for written tests and examinations has been established per period in the schedule of written tests and examinations, as referred to in article 4.1 of the Teaching and examination Regulations of the programme.
2. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules for proper registration for examinations, or written tests by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.
3. The Examination Board can derogate from the date of registration referred to in paragraph 1 if the student, as a result of *force majeure*, has been unable to register on time and correctly. Under certain circumstances, *force majeure* may be said to exist in the event of, for example, a student was unable to register in the usual way (OSIRIS-online, in writing, another student) because of sickness or special family circumstances. The student should submit the request for this as soon as reasonably possible.
4. The head of the Department for Exam Administration RSM may, in cases other than those referred to in paragraph 3, derogate from the registration period no later than two working days before the day on which the examination will be taken, provided that this does not jeopardize the correct preparation for the examination or part thereof. The head of the Department for Exam Administration RSM will charge administrative costs of € 13.50 per examination or written test for this derogation. The head of the Department for Exam Administration RSM reports this to the Examination Board.
5. Anyone who has not registered for a concluding examination or a written test in accordance with the provisions of or by virtue of these Rules and Guidelines may not take part in the concluding examination or test concerned. If, notwithstanding

the foregoing, the student nevertheless takes part in the concluding examination or test, the examiner and the Examination Board will not establish a grade.

Article 3.2 – entering and leaving the room in which the written test is being held

1. Only a student who has applied on time and correctly for the written test may take part in the test concerned, and will be admitted to the room where the written test is being held.
2. Admission to the hall where a written test is organized is declined fifteen minutes after the start of the written test concerned. A student who is admitted to the hall after the start of the examination concerned should ensure that he/she causes as little disturbance as possible to the students already present.
3. A candidate in the written test may not leave the room earlier than one hour after the start of that test. A student who leaves the test before the end of the test concerned should ensure that he/she causes as little disturbance as possible to the students still present.
4. A candidate in a written test may, on request and with the permission of the examiner or the invigilator, leave the test's hall a while to use the toilet as from one hour after the start of the written test until half an hour before the end of the test. This permission is granted only to one student at a time. In exceptional cases, the examiner or invigilator may derogate from these rules in favour of the student.
5. Personal belongings such as coats, bags, mobile phones, watches and other items that are not allowed to be used during the written test are not allowed to be brought into the hall where the test is held. These must be placed outside the test room in lockers, if available. If no lockers are available, coats must be placed over the chair. Bags must be closed and out of reach of the candidate. Watches, mobile phones and such must be switched off and out of reach of the candidate.
6. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules concerning entering and leaving the room in the M-building in which the written tests is being held, by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.

Article 3.3 – general provisions concerning order during the written test

1. On behalf of the Examination Board, the proctors appointed for this purpose are charged with maintaining order during the written test. An examiner may act as proctor.
2. Every candidate in the written test should comply with the instructions of the proctor. If a candidate in the examination does not comply with the instructions of the proctor, or does not obey his /her request, the proctor may exclude him/her from taking further part in the test, with the consequence that no result will be established.
3. During the written test, the candidate in the written test must, at the request of the examiner or the proctor, prove his/her identity with a valid proof of enrolment (student card) or another legally valid proof of identity.
4. Only a valid proof of enrolment (student card) or another legally valid proof of identity, the registration verification, the test's assignment paper and answer sheet, writing materials and a ruler may be placed on the candidate's desk. No study material such as a (graphical) calculator, literature or other sources of information may be placed on the candidate's desk unless explicitly authorized by the examiner in advance and stated on the first page of the test's assignment paper. These study aids (without any notes on them) are solely for the candidate's own use. During the test the candidate is not allowed to make use of a dictionary.
5. A candidate in the test is obliged, on request of the proctor, to show, and if requested, to hand over, the materials that he/she has with him/her.
6. Only the paper provided by EUR is to be used for the written test. The use of the candidate's own paper is not permitted.
7. A candidate in the written test should write his/her name, signature and student /examination number on each sheet of paper that is handed in. The proctor checks whether this has been done correctly before the test is handed in to him/her. Scrap paper, examination questions, answers and other examination-related documents may not be taken from the room during and after the examination.
8. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules concerning the order during the written test in the M-building, by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.

Article 3.4 – fraud

1. If in the matter of taking a test, fraud – within the meaning of Article 1.2 – is detected or suspected, this is set down in writing as soon as possible by the proctor or the corresponding examiner. The proctor may ask the student to make available any items of evidence. A refusal to do this is recorded in the written report. The student is given the opportunity to add written comments to the written report of the proctor. The written report and any written comments are handed over to the Examination Board as soon as possible.
2. The Examination Board or the examiner may exclude a student who has committed fraud from further participation in the examination of which the test for which the irregularity was detected is part, and/or take other appropriate measures. The exclusion has the consequence that no result will be established for the examination concerned. Before the Examination Board decides to make the exclusion, it gives the student the opportunity to give his/her account.
3. The other appropriate measures as referred to in paragraph 2 may consist of, among others, the following sanctions:
 - a. reprimand;
 - b. invalidation of the examination concerned;
 - c. exclusion from one or more examinations;
 - d. exclusion from one or more examination period;
 - e. a combination of the above measures to a maximum of exclusion for at most one year;
 - f. in a serious case of fraud the Examination Board may advise the Executive Board to end the enrolment for the programme of the person concerned once and for all.

Section 4 – The examinations and tests of the courses

Article 4.1 – the questions and assignments, peer review

1. The questions and assignments of the tests that make up an examination for a course do not go beyond the sources announced in advance. These sources are, in the main, announced before the start of the course that prepares for the

tests of the examination. The precise scope of the material is definitively announced no later than one month before the tests of the examination are held.

2. The questions and assignments of the whole of tests of an examination reflect the material included in the course.
3. The whole of tests in an examination is representative of the study aims in terms of content and form.
4. The questions and assignments of a test are clear and unambiguous, and are asked in such a way, or contain such instructions, that the student can understand how comprehensive and detailed the answers must be.
5. Well in advance of the tests of the examination concerned being held, the Examination Board or examiner announces the way the test will be taken, while respecting the provisos laid out in Article 4.2 of the Teaching and Examination Regulations.
6. Well in advance of a written test being held, the Examination Board or examiner gives the students the opportunity, if possible, to peruse a written sample of a similar test, and also the model answers and the norms on the basis of which the assessment was made.
7. The length of the test is such that examinees have sufficient time, measured according to reasonable criteria, to complete the test.
8. In advance of the examination concerned being held, the examiner asks a colleague to check the examination on the instructions mentioned in this article.

Article 4.2 – assessment criteria

1. Wherever possible, assessment of written tests, takes place on the basis of previously established model answers and criteria, which can possibly be modified as a result from correcting the examination.
2. The assessment method is sufficiently transparent that the examinees can see how the results of the tests were determined.
3. In cases of tests of an examination given and assessed by more than one examiner, the Examination Board ensures that the examiners' assessment is based on the same criteria. If necessary, it shall appoint a supervising examiner for conducting the tests.

Article 4.3 – determining the grades: rounding off, averaging, passing, grade floor

1. Examinations are assessed with grades on the scale 0.0 - 10.0, accurate to one decimal point, where a 5.5 is the lowest pass grade. Practical tests may be assessed with a 'pass' or 'fail'. Also sufficient results of examinations taken in the context of an international exchange at a foreign university will be displayed with a 'pass'. A programme component has been passed only if the examinations of all courses that are part of that programme component have been passed. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation.
2. If grades have to be rounded off and averaged – within a course, or between examination parts or to determine the GPA or the classification – the following rules apply by default:
 - grades are averaged according to the weighted average of the credits, where the average is rounded to one decimal place, which are rounded, so 5.45 is rounded to 5.5, a 6.95 a 7.0 a 5.44 a 5.4, etc.;
 - if examination parts are assessed on the basis of more than one examination, then the rule applies that the examination parts are always rounded off to one decimal before subsequent calculations are made.
3. If the examination is assessed on the basis of more than one test, no final grade for the examination will be calculated if one of the test grades is lower than a 5.5. In that case the candidate has failed the examination. Tests that can be taken only once per academic year, most likely practical tests such as case reports and team assignments, are exempted from this rule.
4. In case the course manual for a particular course holds additional or other rules to those stated under paragraph 2 and 3, these rules are only valid if published at least two months ahead of the date of a test and under written approval of the Examination Board. If these latter provisos are not met the default rules under paragraph 2 and 3 continue to apply.
5. Examination results are registered centrally by the Department for Exam Administration RSM.
6. In derogation from the previous paragraphs of this article, results of examinations taken in the context of an international exchange are established under the authority and responsibility of the foreign university.

Section 5 – The Thesis

Article 5.1 – the thesis, the thesis committee and admission to the thesis defence

1. The thesis project is an individual project.
2. The thesis project is assessed by a thesis committee.
3. This committee shall consist of at least two members: a coach and a co-reader. The composition of the committee should furthermore meet the following criteria:
 - a. The members of the thesis committee need to have the authority to examine;
 - b. In particular, in case persons other than members of the academic staff seek to become member of a thesis committee, these persons need to obtain special disposition as examiner from the Examination Board. To this purpose, the thesis coordinator or the student in question should lodge a request with the Examination Board;
 - c. The thesis committee should be capable to assess the thesis in an objective, independent, and professional manner. Therefore there may be no hierarchical relations between coach and co-reader (e.g. (co)promotor and PhD student ('assistent in opleiding'), job appraisee and job appraiser ('afstemmingshoogleraar'). Coach and co-reader may be member of the same Master Programme, if to the judgement of the Examination Board the Master Programme has sufficiently guaranteed an objective and independent assessment;
 - d. The coach shall have principal responsibility for the coaching and activities relating to the thesis. The co-reader shall offer advice at critical times during the thesis project (for example evaluating the final thesis proposal, the research design, approval of the thesis);
 - e. The coach and co-reader jointly give an endorsement to a student for applying for admission to the thesis defence on the basis of the thesis report at hand.
4. The assessment of the thesis project is based on the thesis report and the oral thesis defence in front of the thesis committee.

The thesis committee shall assess the thesis project immediately after the defence in compliance with article 5.2. The assessment is based on the assessment matrix. The assessment matrix must be filled in by the thesis committee. The assessment shall be unanimous. All members of the thesis committee should take part in the assessment. In case one of the members is unexpectedly unable to attend the assessment, the department involved will provide for replacement.

5. At a student's request the Examination Board may derogate from the provisions of the foregoing paragraphs of Article 5.1 with the exception of the provisions under 5.1.3.b.

Article 5.2 – Excellence check

Coaches and co-readers that wish to award a research master thesis with a 'distinction grade' of 9.0 or higher must subject the thesis to an a-priori peer review process, organized by the Examination Board.

- a. Coach and co-reader jointly notify the Examination Board by e-mail (ec@rsm.nl), no later than three weeks before the planned date of the defence that they request an excellence check for a specific thesis. The following information should be included in the e-mail: student's name and student number, name of coach and co-readers, date of the defence, an electronic version of the thesis, and a concise statement explaining why the committee decided to nominate the thesis and why it believes it is exemplary.
- b. Upon receipt of such notification, the Examination Board requests a decision concerning the eligibility for a distinction mark (9.0 or higher) from a qualified peer reviewer, i.e. an experienced research master coach.
- c. The Examination Board then sends out the thesis for peer review. The Examination Board then uses the report to reach a decision concerning the eligibility of the thesis for a distinction mark.
- d. The decision is then communicated to the members of the thesis committee, the Examination Board, and the Exam Administration. The thesis committee will also receive a single-blind copy of the peer review report.
- e. If the decision is positive, the members of the thesis committee are free (but not obligated) to award a grade of 9.0 or higher to the thesis, contingent upon an adequate defence. If the decision is negative, a grade of 9.0 cannot be awarded, and the committee must limit itself to a maximum grade of 8.5.
- f. In case of a negative decision, the committee has the right to appeal, for example when it suspects that there is human error at play. A concise, motivated letter of appeal must then be sent to the Examination Board (ec@rsm.nl). Steps b through e of the above procedure will be then repeated. This time, the decision taken by the Examination Board will be final.

Article 5.3 – establishment of the concluding examination

1. On behalf of the Examination Board the Head of the Student Administration establishes the results of the concluding examination, in accordance with the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board, provided the student has passed all programme components of the degree programme as mentioned in article 2.3 of the TER, unless:
 - the Examination Board decided that the examination also includes its own investigation into the knowledge, understanding and skills of the student;
 - in accordance with article 7.11 of the law, on the student's request, the Examination Board has granted postponing of the establishment of the concluding examination until a moment determined by the Examination Board.
2. The Head of Student Administration may establish administrative rules for the application for the concluding examination. These rules must be approved by the Examination Board and must be timely and adequately disclosed.

Article 5.4 – the certificate, the transcript and the supplement

1. To show that the exam has been passed, the Examination Board awards a certificate, after by or on behalf of the Executive Board has been stated that the procedural requirements for the issuance have been met.
2. On a transcript, which constitutes a part of the certificate, the examination parts belonging to the exam are stated.
3. The certificate is accompanied by a supplement in accordance with the agreed European standard format.
4. The certificate, the transcript and the supplement are signed by the chairman or the substitute chairman of the Examination Board.
5. On behalf of the Examination Board the Head of the Student Administration shall be responsible for issuing the certificate, the transcript and the supplement to the student in person, unless the student opts for receiving the documents from the Examination Board at the official graduation ceremony.

Article 5.5 – Classifications 'cum laude' and 'summa cum laude'

1. If the examinee has shown exceptional skill in the concluding examination, this may be stated on the certificate with the words 'cum laude' or 'summa cum laude'.
2. The classification 'cum laude' will be awarded if the student has fulfilled at least the following conditions:
 - a. the average of the grades for the examinations under the Dutch grading system as displayed on the list of grades, weighted on the basis of the credits is an 8.25 or higher, and
 - b. the grade for the examination of the thesis trajectory is at least an 8.0;
 - c. no more than one examination has been taken more than once (this applies from cohort 2013-2014 onwards)
3. The classification 'summa cum laude' will be awarded if the student has fulfilled at least the following conditions:
 - a. the average of the grades for the examinations under the Dutch grading system as displayed on the list of grades, weighted on the basis of the credits is an 9.0 or higher, and
 - b. the grade for the examination of the thesis trajectory is at least an 9.0, and
 - c. no examination has been taken more than once.
4. A concluding examination classification is awarded only when the examinations entered on the list of grades that have been graded under the Dutch grading system cover at least 52.5 ects of the total of the study load of the degree programme as stated in the Teaching and Examination Regulations.

Section 6 – Final and implementation provisions

Article 6.1 – changes in these Rules and Guidelines

No changes will be made that are applicable to the current academic year, unless the interests of students or examinees are, in reason, not thereby prejudiced.

Article 6.2 – legal force

These Rules and Guidelines have legal force from 1 September 2014.